

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED

CONFIDENTIAL

SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1		8/25	JW
2		8/25	RB
3		8-25	mlc
4		8-25-67	MS
5		8/29/67	BHD
6			

ACTION

DIRECT REPLY

PREPARE REPLY

APPROVAL

DISPATCH

RECOMMENDATION

COMMENT

FILE

RETURN

CONCURRENCE

INFORMATION

SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

CONFIDENTIAL

SECRET

FORM No. 2-61 237 use previous editions

(40)

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON, D.C. 20415

IN REPLY PLEASE REFER TO

RI:INS:I

August 10, 1967

YOUR REFERENCE

HEALTH BENEFITS OFFICER INFORMATION BULLETIN NO. 41

1. Requests for enrollment transfers on reemployed annuitants. FPM Supplement 831-1, Retirement, requires that the Commission be notified as soon as possible when a retired employee is reemployed. If the annuitant continued his health benefits enrollment into retirement, and if his annuity terminates when he is reemployed, the Commission transfers his health benefits enrollment to the office which reemployed him. Employing offices often notify us of reemployment of an annuitant by teletype. Many employing offices, particularly defense establishments, abbreviate or use symbols in their return addresses so they are not meaningful to us. In these cases, it is difficult for us to know to what address to transfer the enrollment. We have had a number of such cases in which it was either impossible for us to transfer the enrollment, or in which we mailed health benefits forms to the address given only to have them returned as undeliverable.

We have had this problem with teletypes from agency establishments on other health benefits, retirement, and life insurance matters also, and would appreciate it if you would instruct your employing offices to always give complete or meaningful addresses in teletypes when they expect reply.

2. Processing "mass transfer" health benefits actions. Section S13-8d of FPM Supplement 890-1 gives a short-cut procedure to be followed in notifying a carrier when a group of 25 or more employees enrolled in the same plan are transferred on the same day from one payroll office to another. We understand that at least one employing office, in such a situation, has been giving each employee involved in the mass transfer a copy of the list of all the involved employees which is sent to the carrier. (The carrier needs to know this so it can ascertain the accuracy of the premiums it receives, among other reasons.)

Since the employee's health benefits enrollment is not affected by the mass transfer, it is not necessary to give any employee a notification of the health benefits action, and employing offices should not therefore make copies of the list for distribution to the employees involved in the mass transfer. Please advise your employing offices accordingly.

Sincerely yours,

*Andrew E. Ruddock*Andrew E. Ruddock
Director

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